

**California Courts Self-Help Center**  
**Instructions for *Proof of Service of Summons (Family Law)*, Form FL-115**  
<http://www.courtinfo.ca.gov/selfhelp/>

Fill out the top of the form just like it is on the petition. Then put in the case numbers where indicated.

Note: If you are having your spouse or the other parent served with additional papers, you will also indicate that in item 1d. For example, if you are asking for temporary orders for custody, visitation, or support, you may be having your spouse or the other parent served with these papers at the same time as your petition and summons. In that case you would mark box 1d(7). Or you might want to have your preliminary declaration of disclosure served along with the petition and the summons. In that case you would mark box 1d(2).

The rest of the *Proof of Service of Summons* must be filled out by the person who actually serves your spouse or the other parent with the papers.

If the forms were handed to your spouse, the person who served your forms must fill in the date, time, and place of service.

If service was by mail, your server needs to write the date and place where the forms were mailed at 3c and attach the *Notice and Acknowledgment of Receipt* (form 982(a)(4)) that your spouse or the other parent dated and signed.

The server must also sign the *Proof of Service of Summons* and fill in his or her name, address, and telephone number on page 2 of the form.